

HOUSEHUNTING TRIP:

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If a trip is authorized, and you think you will be taking the trip, please complete the following:

a. Trip will be made by:

Employee ☐ Spouse ☐ Both ☐

b. Number of days required (Not to Exceed 10 days), including travel time: _____

c. Proposed dates of trip, if approved:

_____ Through _____

d. Proposed mode of transportation:

☐ Privately owned automobile (POV)

☐ Common carrier: Air ☐ Train ☐ Bus ☐

You **must** complete the househunting trip the day prior to reporting for duty at the new official location. Your spouse may take the trip with you or separately; before or after you report to your new official location OR the day before he/she relocates to the new official location.

You have two options for entitlement: Actual Expense and Fixed Expense.

You are entitled to the authorized transportation expenses for either method.

Actual Expense Per Diem Method

Househunting for actual expense is authorized not to exceed 10 calendar days based on the locality per diem rate (TDY location rate) for the new official station. Your spouse is authorized 75% of the locality rate for each day. Receipts for all transportation, lodging, etc are required.

Fixed Expense Per Diem Method

If both you and your spouse take the trip together or separately, a single amount is determined by multiplying the applicable locality rate (TDY location rate) by 6.25; or if only you or your spouse take a househunting trip, a single amount is determined by multiplying the applicable locality rate by 5. Receipts for transportation only are required.

Please select the method of Househunting Trip expense you wish to receive:

Actual Expense Per Diem Method: _____

Fixed Expense Per Diem Method: _____

If you choose to take a househunting trip at government expense, the full 60 days of temporary quarters expenses will be reduced accordingly.